

REVOCATION AND DENIAL RECOMMENDATION FORM

TIP SHEET

Intent

This document is intended to assist licensing staff who are required to complete a Revocation and Denial Recommendation Form. It is intended to help reduce redundancy and increase consistency. This Tip Sheet is being created after using the original Revocation Recommendation Form for one year. It represents many of the lessons learned from a year of using this document. It also will help explain the expanded use of the form: Namely, to include denials of renewal applications.

Purpose

The purpose of the Revocation and Denial Recommendation Form is to document the decision to either revoke a child care license **or** deny a renewal application. This form is **not** required for denying an initial application.

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- ◆ Make sure the Service Area and Office Location tabs are completed. **NOTE:** *Anytime a box is presented before a selection, simply “double click” on the box you want to check. An option box will appear. You will click “checked” then “OK.” Anytime you see a text box next to an item that requires narrative, simply click into that box (it will appear black when you do this), and begin typing. If you want to spell check any narrative you can always write the narrative in a separate Word document, spell check it, then copy and paste it into the narrative box on the Revocation and Denial Recommendation Form.*
- ◆ Make sure that the Type of Recommendation is selected. This will guide how the form is completed.
- ◆ WAC Section – on the left hand side of this section, mark the exact number (including subsections) of the WAC that is the basis for revocation. In the right hand column, write out the WAC that has been violated. For Example:

WAC Reference	WAC Citation
170-296-0240 (2a)	2) You must have a bloodborne pathogen plan that includes; (a) A list of caregivers who may be exposed to bloodborne pathogens;

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- ◆ Question #1 – This is the area where the actual rationale for the Revocation or Denial of Renewal Application is discussed. Please read instructions carefully and craft your narrative in an objective and factual manner.

This section should have original narrative. It should be a synopsis of all of the issues which led to the licensing action being recommended. For example, if a provider is being recommended for revocation due to repeated sanitation violations – the licenser does not need to describe each occurrence in their narrative. It is sufficient to say something like:

“The Provider has had 12 separate incidences over the past three years where sanitation was noted. The most serious of these incidents involved preparing chicken on a cutting board and then cutting up fruits and vegetables on the same surface without first cleaning it.”

- ◆ Question #2 – In this section, the licenser need only list the complaint area (Health/Sanitation) and the finding. In the left hand column, licensing staff should describe actions taken by DEL as a result of the incident. For example, if there was a compliance agreement or technical assistance was provided.
- ◆ Question #7 – This is a critical question that needs to be answered by all licensing staff who are recommending revocation or denial based on child health or safety issues. Please use your professional, objective experience in answering this question.

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- ◆ Make sure that the Recommendation form is signed and dated after Question #8.
- ◆ Make sure that the “Next Steps” section is complete.
- ◆ DEL Supervisor Section – The Supervisor will review all of the information entered into the Recommendation form and either approve or deny the licensing action. Make sure that all “Next Steps” have been completed before submitting the Recommendation to the Service Area Manager.